

**MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
AGENCY BUDGET REVIEW  
COUNTY-CITY BUILDING  
ROOM 113  
TUESDAY, MAY 23, 2000  
8 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman  
Bernie Heier  
Larry Hudkins  
Linda Steinman

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Kroeker, Budget & Fiscal Officer  
Ann Taylor, County Clerk's Office

**EMERGENCY MANAGEMENT (693)**

Present was Doug Ahlberg, Emergency Management Director.

Dave Kroeker, Budget & Fiscal Officer, distributed copies of *Lancaster County, Request for Contractual Services & Leases, 2001 Budget* (Exhibit A).

Doug Ahlberg, Emergency Management Director, provided a brief overview of the budget, noting major changes:

- \$15,000 in Temporary Services (1054) for an update of the Local Emergency Operations Plan. This amount will be refunded by the Nebraska Emergency Management Agency (NEMA).
- \$15,500 in Equipment Maintenance Agreements (3062) for the outside warning sirens.

Ahlberg said there were 175 failures of the outside warning siren equipment last year and maintenance of the equipment will be through a new provider.

Heier noted concern regarding the maintenance cost and asked whether the County has electricians on staff that could perform the work.

Ahlberg said he would have to check with Property Management. He noted that the maintenance cost may decrease next year once the equipment has been fine tuned.

Ahlberg also reviewed a proposal to replace or upgrade all outside warning sirens within the next ten years, noting a Fiscal Year 2000-2001 impact of \$75,139.50 which was not included in the base budget. He said outdoor warning sirens with a range of 2000' will be moved to Pawnee Lake and Branched Oak Lake, areas currently lacking sirens, under the plan.

Ahlberg indicated that he will be meeting with the Homebuilders Association this week to discuss requiring new subdivisions to pay for outdoor warning sirens.

Kroeker stated Other Equipment (4217) can be reduced by \$16,000 if the Siren Replacement Schedule is approved.

In response to a question from Campbell, Ahlberg said he is comfortable with having Julie Righter, 911/Emergency Communications Director, and her assistant serve as his backup and does not recommend adding a deputy director position, at this time.

**MOTION:** Workman moved and Hudkins seconded to include the Siren Replacement Schedule in the budget. Workman, Hudkins, Heier, Steinman and Campbell voted aye. Motion carried.

#### **REGISTER OF DEEDS (604)**

Present were Dan Nolte, Register of Deeds; Maura Tolzin, Deputy Register of Deeds; and David Fall, Register of Deeds' Office.

Dan Nolte, Register of Deeds, reported a shift from Debt Service (Object Category 50) to Data Processing (3053), due to migration from the AS400 to the mainframe.

In response to a question from Campbell, Nolte said the change in the number of full-time employees reflects an adjustment in Temporary Salaries (1054).

Workman asked about the \$4,216 reduction in Equipment Maintenance (3062).

Nolte said the intent is to shift the maintenance agreement for the microfilm reader/printer to Office Equipment Repair (3553).

Hudkins noted that less revenue is projected.

Nolte said several factors impact filing volume, including interest rates. He said the projection was based on filings for the last five years, noting the current level of activity is comparable to that of 1997. Nolte said the greatest number of filings (75,000) occurred in FY99. Filings are anticipated to reach 53,000 for the current fiscal year, with 52,000 filings projected for FY01.

David Fall, Register of Deeds Office, noted that the department has not dropped below the one million revenue mark since 1997.

### **PROPERTY MANAGEMENT (066)**

Present was Don Killeen, County Property Manager.

Don Killeen, County Property Manager, briefly reviewed Capital Outlay items for the Community Mental Health Center and a revenue/rent breakdown for Trabert Hall. He reported that asbestos abatement work is scheduled for Trabert Hall this summer.

Campbell suggested that a letter be sent to the Lincoln Public Schools and other entities in the community indicating that there will be space available in Trabert Hall, once the asbestos abatement work is completed. She also stated that the future of the Old Federal Building will be decided by the end of the year and said entities in that facility may wish to utilize space in Trabert Hall.

The Board asked that the \$26,379 budgeted in Repair/Improvement to Buildings (4102) be transferred to the Building Fund.

Heier asked Killeen whether Property Management has electricians on staff that could service Emergency Management's outdoor warning sirens.

Killeen said the County employs one fully licensed electrician that could probably perform the work, but said he may not be able to make the necessary time commitment with his busy work schedule.

Discussion took place on the Sheriff's revised security costs. Killeen said the Public Building Commission supports having security detail occasionally walk-through the County-City Building, but believes the expense should be allocated to the agencies in the Justice and Law Enforcement Center. He agreed to schedule further discussion of the issue on the next Public Building Commission agenda.

Brief discussion also took place on the need for a solicitation policy for outlying County facilities, with Board consensus to schedule review of the Public Building Commission solicitation policy with Killeen and Dave Johnson, Deputy County Attorney, on a Staff Meeting agenda.

### **CORRECTIONS (671)**

Present were Mike Thurber, Corrections Director, and Liz Thanel, Corrections Business Manager.

Liz Thanel, Corrections Business Manager, distributed the following materials (Exhibit B):

- *Lancaster County Corrections, Summary Analysis of Requested Budget*
- *Total Days Served, FY 1989 - FY 2000 (Charts)*
- *Total Populations, FY91, FY99 & FY00 (Graph)*
- *Jail Only Population, FY91, FY99 & FY00 (Graph)*
- *LCF Only Population, FY91, FY99 & FY00 (Graph)*

Mike Thurber, Corrections Director, reported major changes to the budget:

- \$93,000 increase in data processing costs for VAX conversion
- \$75,000 increase in capital outlay costs

Brief discussion took place on data processing costs, with Thanel indicating that Information Services' original cost estimate for Corrections' VAX data input was \$25,000, which did not take into account the extra capture of data. She said Corrections had also anticipated a reduction in the unit price cost, due to volume usage.

The Board requested an briefing by Doug Thomas, Information Services Director, and asked that he provide a one year comparison chart for County agencies.

Thurber reviewed an additional staffing request for FY01 and FY02 (See page 43 of *Lancaster County Proposed Budget FY2000-01*), noting the inmate population has increased 56% since 1991 but there have been no staffing increases other than the addition of the Court Transport Division and two nurses. He said the additional staffing will not have a major impact on the budget, due to LB 695 which provides reimbursement to counties for holding state prisoners.

Heier asked Thurber to chart out the number of inmate days served in three month intervals.

Campbell asked whether a reduction in overtime costs is anticipated if the additional positions are approved.

Thurber said that is the intent, but noted difficulty in hiring correctional officers.

Heier asked about maintenance agreements.

Thanel said the law requires professional maintenance of mechanical and emergency systems.

Thurber explained that there is also a maintenance agreement for the primary photocopier machine which costs less than participation in the Cost-Per-Copy program.

Heier asked whether Corrections would be interested in utilizing the Attention Center Airpark facility once it is vacated.

Thurber said it would probably be more cost effective to build another wing on the Lancaster Correctional Facility (LCF).

### **COUNTY SHERIFF (651)**

Present were Terry Wagner, Lancaster County Sheriff, and Bill Jarrett, Chief Deputy Sheriff.

Bill Jarrett, Chief Deputy Sheriff, distributed copies of *Lancaster County Sheriff's Office, Budget Request for 2000/2001* (Exhibit C).

Terry Wagner, Lancaster County Sheriff, provided a brief overview of the budget, noting major changes:

- \$220,000 increase in personnel costs
- \$25,000 increase in motor fuel costs
- \$1,500 increase in aviation parts & supplies
- \$8,079 decrease in uniforms (New uniforms were purchased last year for courtroom security detail)
- Decreases in janitorial supplies, snow removal, building maintenance, cable television service, insurance and utilities, due to vacation of the facility at 1000 Oak Street
- A shift in data processing supplies and data processing service costs to equipment maintenance agreements, with separation of costs for computer software licenses

Wagner said he has asked the County Attorney and Public Defender to show payment of civil process fees in their budgets. He said this is reflected as an increase in revenue projections and a decrease in court costs in his department's budget.

Eagan suggested that these fees be moved to the Justice budget in General Fund Miscellaneous.

Wagner responded that agencies are more likely to provide accurate information, if required to pay associated costs out of their budgets.

Bill Jarrett, Chief Deputy Sheriff, expressed concern regarding computer equipment delivery delays and fluctuation of costs from initial estimates.

Workman and Steinman agreed to meet with Jarrett to discuss data processing concerns in further detail.

Brief discussion took place on aircraft costs, with Wagner stating that extradition usage, other means of travel and a relay system with other agencies are being assessed. He also reported difficulty in obtaining insurance coverage for the aircraft.

Wagner said the increase of 35.9% for Communication Equipment Repair & Maintenance (3564) is due to the total number of radios on the system, noting new radios were purchased last year for building security staff. This is shown as a decrease of 86.7% in Communication Equipment (4212) in this year's budget.

Wagner reviewed the capital outlay budget request for future projects:

- 5 year capital improvement for repair or airplane engines (\$20,000)
- 10 year plan for mobile data terminals (\$15,000)
- 7 year plan to replace in-car radios (\$20,000+)
- 5 year plan to replace firearms (\$10,000+)

Steinman asked whether the department is considering purchase of "smart guns".

Jarrett said no, the technology is several years in the future.

Brief discussion took place on security in the Justice and Law Enforcement Center with a suggestion that a statement indicating the availability of storage for contraband material be included in the informational mailing sent to those called for jury duty. Wagner was also informed that the issue of revised security costs has been referred to the Public Building Commission.

### **ELECTION COMMISSIONER (607)**

Dave Shively, Election Commissioner, reported the following:

- 22.7% increase in Rent Buildings (3604) as a result of the move to a new storage facility
- 17% increase in Office Equipment for purchase of a new fax machine
- 120% increase in Temporary Salaries (1054) due to additional precincts, an additional election this budget cycle and petition drives

In response to a question from Campbell, Dee Lee, Election Commission, said the actual cost of holding an election is divided between the governmental entities (below County level) on the ballot.

Shively said absentee voting is increasing which increases postage and printing costs.

In response to a question from Workman, Shively said Internet voting may become an option in the future, but said he did not believe it would decrease the number of polling sites.

Hudkins asked Shively to put together a cost estimate of moving costs for relocation of the Election Commission office.

### **JURY COMMISSION (627)**

Present were Dave Shively, Election Commissioner, and Dee Lee, Election Commission.

Shively said the 100% increase Temporary Salaries (1054) is to provide the Jury Commissioner with assistance during elections. He also noted a 31% increase in Data processing Service (3053).

### **RURAL LIBRARY (020)**

Present were Carol Connor, Library Director; John Dale, Assistant Director; Paul Jones, Lincoln City Libraries; Peter Levitov, Library Board President; Ruthann Young, Library Board and Steve Hubka, City Budget Officer.

Carol Connor, Library Director, said the City of Lincoln Budget Office has not completed calculation of the Lincoln City Libraries budget, but has estimated the funding request for the Library Services Contract with the County for Fiscal Year 2000-2001 at \$457,000 (Exhibit D). This amount represents 10.14% of the projected property tax funding for the Library Operational FY2000-01 Budget. She said the request includes a \$900 cost to the County for the hiring of two branch supervisors in July of 2000 for the new branch libraries (Eisely Branch Library, North 14<sup>th</sup> & Superior Streets and Bess Dobson Walt Branch Library, South 14<sup>th</sup> Street & Densmore Park Road). A 25% increase in operating costs for the new branch libraries is anticipated for FY2001-02.

Connor also noted the following:

- Library card registration of Lancaster County residents living outside Lincoln represents 7.7% of the total
- County circulation represented 8.8% of the total circulation last year

Peter Levitov, Library Board President, said more County residents are anticipated to use the new branch libraries, due to their location.

In response to a question from Workman, John Dale, Assistant Director, said somewhat different collections are planned for these libraries.

Connor also distributed materials detailing the Lincoln City Libraries Summer Reading Program and Bookmobile Schedule of Service (Exhibits E & F).

Steinman asked whether electronic book technology will impact bookmobile usage.

Connor said it is hard to estimate. She reported briefly on the Net Library system, noting 3,000 public domain and 1,500 academic books will initially be available. Connor indicated that overdue fines, which are a significant source of revenue for the library system, will not apply to the electronic books.

### **COUNTY CLERK (602)**

Present were Bruce Medcalf, County Clerk; Gwen Thorpe, Deputy County Clerk; and Tim Genuchi, Accounting Operations Manager in the County Clerk's Office.

Tim Genuchi, Accounting Operations Manager in the County Clerk's Office, said the 22.6% increase in Data Processing (3053) is due to implementation of a new version of the payroll system. He added that this system will need to be updated every two years.

In response to a question from Hudkins, Genuchi said the increase in Photocopying (3302) represents a shift from one line item to another.

Gwen Thorpe, Deputy County Clerk, said she is optimistic that the \$30,000 budgeted this year for a new Records Management System software package will be sufficient. Additional hardware will not be needed.

Bruce Medcalf, County Clerk, asked about a pending maintenance agreement request for a microfilm reader/printer located in the County Clerk's Office. He said a review of last year's service calls showed that the cost of the maintenance agreement was higher than it would have been on a "pay as you go" basis.

Genuchi added that the office has experienced a number of problems with the equipment in the past.

## **RETURNING TO CORRECTIONS (671)**

Board consensus to hold the request for a Program Administrator or Deputy Director and recommend that Mike Thurber, Corrections Director, work with the Personnel Department to develop a job description and resubmit the request at mid-year. Further consensus to hold the request for a Nurse I until mid-year and recommend that other options, such as contracting for services, be explored.

The Board requested that additional information on who is currently responsible for training and recruitment in the department and what additional responsibilities could be assigned to the requested Sergeant position be provided to the County Board, prior to the May 30<sup>th</sup> County Board of Commissioners meeting, at which time the Board will take action on the request for the Sergeant position and seven additional Correctional Officers.

## **GENERAL BUDGET DISCUSSION**

Kroeker reviewed *Lancaster County FY00 Projected Additional Appropriations* and *Lancaster County FY00 Requested Additional Appropriations* (Exhibit G).

The Board asked Kroeker to indicate those agencies that have other funding sources with an asterisk.

Kroeker also reported receipt of a County Attorney's Opinion that states Institutions, Relief/Medical and Inheritance Tax Collections may be merged into the General Fund.

**NOTE:** Budget documents discussed are included in *Lancaster County Proposed Budget FY2000-01* (On file in the County Clerk's Office).

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Bruce Medcalf  
Lancaster County Clerk